

## DETAILED INSPECTION CHECKLIST

FA SC STMT	TEXT
960	<p>FAMILY ADVOCACY PROGRAM Functional Area Manager: MFCEP-2 Point of Contact: Mr. Young Hoang (DSN) 278-1288 (COML) 703-784-1288 E-mail: <a href="mailto:young.hoang@usmc.mil">young.hoang@usmc.mil</a> Date Last Revised: 05 May 2015</p>
960 01	UNIT-SPECIFIC ITEMS
960 01 001	<p>Did the commander receive training on installation domestic violence services and resources within 90 days of assuming command and annually thereafter? Reference MCO 1754.11, par 3b(7)(b)</p>
960 01 002	<p>Did the commander complete IDC training prior to participating in IDC and participate after the training? Reference MCO 1754.11, PAR 3b(7)(c) (e)</p>
960 01 003	<p>Was a primary and secondary officer appointed in writing by the commander to receive training and participate in the IDC? Reference MCO 1754.11, PAR 3b(7)(d)</p>
960 01 004	<p>Were all suspected and alleged incidents of child abuse and domestic abuse occurring on the installation or involving military personnel or their families reported by the commander to FAP? Reference MCO 1754.11, PAR 3b(7)(i)</p>
960 01 005	<p>Are commanders complying with the quarterly requirement to report command actions relating to domestic violence incidents and consequences to HQMC for moderate and severe physical abuse, and FAP sexual abuse? Reference MARADMIN 561/14</p>

## DETAILED INSPECTION CHECKLIST

- |            |   |
|------------|---|
| 960 02     | INSTALLATION-SPECIFIC ITEMS   |
| 960 02 001 | <p>Has the installation established Memorandums of Understanding (MOU) with Child Protective Services (CPS) and other authorities in the civilian jurisdiction(s) adjoining the Marine Corps installation, to include law enforcement agencies, courts, shelters, and other agencies as appropriate?</p> <p>Reference<br/>MCO 1754.11, par 3b(3)(g)</p> |
| 960 02 002 | <p>Are commanding officers trained on installation domestic violence services and resources within 90 days of assuming command and annually thereafter?</p> <p>Reference<br/>MCO 1754.11, par 3b(3)(h)</p>  |
| 960 02 003 | <p>Has the installation established the Family Advocacy Program (FAP) for identification and intervention in cases of child and domestic abuse?</p> <p>Reference<br/>MCO 1754.11, chap 1, par 2b</p>  |
| 960 02 004 | <p>Is FAP ensuring all CY&amp;TP employment applicants are screened for a history of child abuse and/or domestic abuse using the Central Registry?</p> <p>Reference<br/>MCO 1754.11, chap 1, par 3i(2)</p>  |
| 960 02 005 | <p>Are annual training dates and instructors' names for IDC membership training documented?</p> <p>Reference<br/>MCO 1754.11, chap 2, par 2</p>   |
| 960 02 006 | <p>Is the FAC conducting quarterly meetings?</p> <p>Reference<br/>MCO 1754.11, chap 2, par 3</p>  |
| 960 02 007 | <p>Does the FAP utilize tools (evidence-based curricula) that assist Marines and their families in dealing with interpersonal relationships and marriage, improving parenting skills and adapting to stressors of military life?</p> <p>Reference<br/>MCO 1754.11, chap 2, par 7b</p>   |

## DETAILED INSPECTION CHECKLIST

- 960 02 008 Does the Installation have on file a current FAP SOP?  
Reference  
MCO 1754.11, chap 5, par 2e(4)
- 960 02 009 Does the installation FAP SOP contain policies and procedures for restricted reporting of domestic abuse?  
Reference  
MCO 1754.11, chap 4, par 3b
- 960 02 010 Does the installation FAP SOP contain policies and procedures for case management of child sexual abuse occurring at an out-of-home or institutional setting?  
Reference  
MCO 1754.11, chap 4, par 6d; appendix d
- 960 02 011 Does the FAP SOP contain policies and procedures for handling fatalities related to domestic or child abuse?  
Reference  
MCO 1754.11, chap 4 par 9b; appendix e
- 960 02 012 Have all members of the Family Advocacy Committee (FAC) been provided a copy of the FAP SOP?  
Reference  
MCO 1754.11, chap 5, par 2b
- 960 02 013 Does the installation Family Advocacy Committee (FAC) Chair maintain a record of the meeting schedules, minutes, and agenda?  
Reference  
MCO 1754.11, chap 5, par 2d
- 960 02 014 Does the installation FAP SOP have policy and procedures defining the necessary protection of the victim during the investigation and assessment?  
Reference  
DOD 6400.1-M, chap 4, par 2.1 (PS 4.8); MCO 1754.11, chap 5, par 2e(1)
- 960 02 015 Does the installation FAP SOP contain policies and procedures that ensure FAP, military law enforcement, and/or the local CPS agency are notified within 24 hours of all alleged child sexual abuse?  
Reference  
MCO 1754.11, chap 5, par 2e(5-6); appendix d

## DETAILED INSPECTION CHECKLIST

- 960 02 016 Does the installation FAP SOP clearly define the roles and responsibilities of FAP staff, military and civilian law enforcement agencies, and the public child welfare agencies in responding to and investigating an incident?  
Reference  
DOD 6400.1-M, chap 3, par 2.1 (PS 3.9); MCO 1754.11, chap 5, par 2e(5)
- 960 02 017 Does the installation FAP have a copy of the signed command appointment letters establishing the Incident Determination Committee (IDC) and its members?  
Reference  
MCO 1754.11, chap 5, par 3b
- 960 02 018 Are victim advocates educating commands and other relevant installation personnel on the Transitional Compensation for Abused Family Members program?  
Reference  
MCO 1754.11, chap 7, par 4b
- 960 02 019 Does the FAPM ensure that recall rosters/on-call schedules are provided to MTF emergency room, PMO, and NCIS to ensure that FAP personnel, including the victim advocates, can be informed and consulted within 24 hours by military law enforcement personnel and/or the local child protection services agency of all alleged child abuse situations?  
Reference  
MCO 1754.11, chap 7, par 3c & chap 9, par 2
- 960 02 020 Is the FAP treatment staff currently credentialed and privileged to provide FAP services?  
Reference  
MCO 1754.11, chap 10, par 5(e)
- 960 02 021 Are the Quarterly Reports verified and submitted to HQMC (MFC-2) on time?  
Reference  
MCO 1754.11, chap 10, par 3
- 960 02 022 Is FAP staff ensuring questions on release of information by an individual with an official need for the requested information are coordinated with the installation Privacy Officer prior to disclosure?  
Reference  
MCO 1754.11, chap 11, par 5c

## DETAILED INSPECTION CHECKLIST

- 960 02 023 Does the installation provide training curricula for Department of Defense Dependent Schools (DoDDs) child development and youth services professional and para-professional personnel, that includes causes and effects of child and domestic abuse, identification and reporting responsibilities, and service availability?  
Reference  
DOD 6400.1-M, chap 2, par 2.2 (ps 2.6)
- 960 02 024 Does the installation FAP have policies and procedures prioritized to reflect the urgency of protecting the alleged victim based on the severity of abuse and current risk factors?  
Reference  
DOD 6400.1-M, chap 3, par 2.2 (ps 3.10)
- 960 02 025 Does the installation have policies and procedures for the interviewing of child victims and other children by trained personnel?  
Reference  
DOD 6400.1-M, chap 4, par 3.6 (ps 4.23)
- 960 02 026 Does the installation publish and post prominently, a yearly calendar of child and domestic abuse awareness briefings?  
Reference  
DOD 6400.1-M, chap 7, par 5.3 (ps 7.15)